



PETERSBURG CITY PUBLIC SCHOOLS

# Innovate 2020



I BELEIVE

## SUPERINTENDENT'S 2016-17 ANNUAL REPORT

**To the Petersburg City School Board**

*Marcus J. Newsome, Ed.D., Superintendent*

# Why I Believe

**By Superintendent Marcus J. Newsome, Ed.D.**

Every day, I am happy to be the superintendent of Petersburg City Public Schools and grateful to have been lured away from what I thought would be my retirement. The work we are doing here is meaningful and uplifting. While the tasks can sometimes seem unending and improvements will not happen over night, I am buoyed by the thought that every day is another step forward for a community thirsty for success.

We are paving a road to academic excellence. The road we are building meets the needs of 21st-century learners and challenges students with rigorous and relevant content that offers innovative experiences and 24/7 access to learning.

We are doing this at a time when uncertainty and upheaval are blanketing Petersburg. The city's financial crisis has created a stressed community where rumors can spread like wildfire. In the face of this uncertainty, the school division is striving to become a steadying force and a beacon of hope in a financially distressed community where education offers a path to a better life.

There is no question in my mind that Petersburg students can accomplish anything if we believe in them and provide engaging and relevant learning opportunities. That is why "I believe" has become our motto for this school year. I believe in our students and their families. I believe in our teachers and employees. I believe in Petersburg City Public Schools.

This year-end report details what our work to improve the quality of education in the first year.



# 2016-17 Successes

## Successes 2016-17

- Five schools are accredited for the 2016-17 school year:
  - ❖ A.P. Hill Elementary and Walnut Hill Elementary are fully accredited. This is the second year in a row that A.P. Hill Elementary has been fully accredited. Last year, Walnut Hill Elementary was partially accredited.
  - ❖ Petersburg High School is classified as partially accredited: improving school-pass rate for the second year in a row.
  - ❖ Robert E. Lee Elementary and J.E.B. Stuart Elementary are classified as partially accredited: reconstituted school.
- The school system sought and received a \$2 million Windows to the World grant for Vernon Johns Middle to transform instruction using student Chromebooks, teacher laptops, Discovery Tech books, Hapara and the Summit Learning Model.
- The Destination Imagination team won a statewide award, qualifying for the global finals and making the Colorful Tigers the most successful Destination Imagination team ever from Petersburg. They had a wonderful trip to the global finals in Knoxville.
- A team from Peabody Middle won second place in the first-ever national Flagway tournament at the National Math Festival in Washington, D.C., and a team from Walnut Hill Elementary School won honorable mention for being one of the youngest teams participating. This national student success was possible thanks to a partnership among the Petersburg Family YMCA, Virginia State University and Petersburg City Public Schools.
- The annual Mini-Economy Market Day at VCU on March 21 brought together teams from throughout central Virginia and filled the Siegel Center with 450 student businesses from 11 school divisions. For weeks before Market Day, students engage in hands-on learning about economic principles by making a

product to sell or preparing to provide a service and planning how to market their product or service. The Messengers team from J.E.B. Stuart Elementary won a regional award for having the most innovative product: Message On a Bottle and A Penny For Your Thoughts.



The team filled plastic bottles with colorful cotton and confetti, glued on an inspirational quote, then attached a tiny chalkboard (complete with chalk and eraser) so that buyers can write their own messages and finished by gluing a penny to each bottle cap.

- Petersburg High School held its 2017 graduation ceremony at VSU's Multipurpose Center. The valedictorian was Tanijaa Deshay Murray, and the salutatorian was Anaisha Jomira Ramzey. The class of 2017 was offered scholarships, grants and other awards totaling more than \$5 million.



# 2016-17 Successes

- Senior awards day at Petersburg High School put \$294,550 in scholarships into the hands of the class of 2017. More than 60 groups and individuals provided scholarships to outstanding students.
- During Computer Science Week in December 2016, students throughout Petersburg City Public Schools participated in an Hour of Code. This was the first year that Petersburg pre-kindergartners, high school seniors and all grades in between were part of this international computer coding event.
- Petersburg High celebrated Frank Mason's basketball achievements during his final year at the University of Kansas and held a Frank Mason Weekend that included retiring his #15 jersey.
- The Petersburg High Athletic Department inducted 10 individuals and two teams into the Hall of Fame in April 2017.
- A \$186,000 grant from the Cameron Foundation enabled the school system to work with Education First consultants to develop a five-year strategic plan: Innovate 2022. The process continued throughout the 2017-18 school year and included educational leaders, teachers, community members, experts and others.
- Petersburg schools and Superintendent Marcus Newsome were featured in a courageous leadership article in the June 2017 issue of the School Superintendents Association magazine.
- A.P. Hill Elementary fifth-grader Destani Thorpe won the 2017 spelling bee for Petersburg City Public Schools. Peabody Middle student Jennapher Starkes was the runner-up.
- Petersburg School Board Chair Kenneth Pritchett was elected as one of the Virginia School Boards Association's regional chairmen for 2016-17. He will serve as chair of the Southside Region.



## 2016-17 Successes

- On a Saturday in March, about 20 Petersburg City Public Schools students in grades 5 through 8 participated in the first STEAM (Science, Technology, Engineering and Applied Mathematics) Academy hosted by Richard Bland College of William & Mary in collaboration with the Virginia STEAM Academy.
- Wolf Trap Institute for Early Learning Through the Arts placed a teaching artist at Westview Early Childhood Education Center.
- These student-athletes represented Petersburg High School during a June 24 awards dinner organized by the Petersburg Progress-Index to honor the region's top athletes:

- ❖ Fred Raspberry Jr. — football
- ❖ Destiny Fuller — girls basketball
- ❖ Trey Green — boys basketball
- ❖ Quishawn Prosise — boys volleyball
- ❖ Gayla Patterson — girls volleyball
- ❖ N'Kayla Brown — cheerleading
- ❖ Jamal Evans — cross country
- ❖ Helene Byers — girls track
- ❖ Nashawn Reid-Carlos — boys track
- ❖ Christopher Garris Jr. — wrestling
- ❖ Sidney Tyler — softball
- ❖ Mark Godwin — baseball
- ❖ Kedar Jordan — golf
- ❖ Jose Alvarado — soccer

- Petersburg's on-time graduation rate improved by 13 percentage points in one year. Information released in September 2016 by the Virginia Department of Education shows that 84 percent of Petersburg's class of 2016 graduated in four years — a double-digit improvement over the 2015 on time graduation rate of 71 percent. Another success story within the data is improvement in the on-time graduation rate of male students: rising by 17 percentage points to 80.00 percent in 2016 from 62.86 percent in 2015. Also moving in the right direction is the dropout rate, which was 8.3 percent in 2015 and improved to 6.96 percent in 2016.

- Walnut Hill Elementary kindergartners on a field trip to the Lynchburg children's museum got a Facebook compliment from a parent who happened to be at the museum with her 4-year-old son: "I wanted to let the administration from this school know that the children and chaperones from this school were amazing during today's field trip. The adults were constantly providing excellent supervision, truly better than I have ever seen with a school group there. The students were also very considerate and well-behaved. My son is usually very intimidated when there are large groups of older children there, but he was able to play without it being too loud, being pushed, yelled at, etc. It was a pleasure being there with them today, and even seemed to make my son less apprehensive about going to kindergarten in August."



# 2016-17 Successes

- U.S. Sen. Mark Warner invited Walnut Hill Elementary students to help decorate his Christmas tree. Students created ornaments and delivered them in person to the senator's office in Washington, D.C.
- Dr. Christine Darden, a retired NASA mathematician and engineer who is featured in "Hidden Figures" book, spoke in May at Petersburg High.
- Director of Operations Russell Lawrence was honored as a Hometown Hero by the Petersburg Chamber of Commerce.
- Petersburg High boys track team members are 3A state champions in the 4x100 relay. Charles Nicholas, Clarenz Blizzard, Nashawn Reid-Carlos and Remoir Mungin finished the relay in 43.26.
- Food Service Supervisor Donna Johnson was selected to represent central Virginia as a member of the Virginia School Nutrition Advisory Council. The council was established by the Office of School Nutrition Programs of the Virginia Department of Education to promote leadership and collaboration and improve processes and communications within the state. The 10 members of the statewide council share best practices, engage in peer-to-peer learning and collaborate with other professional organizations.
- The Beyond ACEs (Adverse Childhood Experiences): Building Community Resilience Summit positioned artists-in-residence at Peabody Middle Petersburg High.
- Several schools connected with Fort Lee through its adopt-a-school program.
- Petersburg High football player Fred Raspberry was selected to participate in the Blue-Grey All-American Bowl.
- The International Marketplace created in March by students at the Blandford Academy Alternative Program was a huge success. Students studied different countries and economic principles, then put their knowledge into action by selling food from around the world.
- Every spring, the Business honor Roll of Virginia School Boards Association offers an opportunity for school divisions to recognize local businesses for their support. The Petersburg School Board selected three organizations for the 2017 VSBA Business honor Roll:
  - ❖ Petersburg City & Schools Partnership
  - ❖ Dominion Virginia Power
  - ❖ Rools-Royce Crosspoint
- The Middle College Program is a partnership between Richard Bland College and Petersburg City Public Schools. Students begin the program on the Richard Bland campus as juniors, providing them the opportunity to earn a two-year associate's degree from Richard Bland and simultaneously graduate from high school. This year, these six students graduated May 13 with their associate's degrees from Richard Bland before graduating June 10 from Petersburg High School:
  - Gilla Capate plans to study nursing at Virginia Commonwealth University.
  - Kyla Claiborne plans to study psychology at Virginia Commonwealth University.
  - Mia Cox plans to study business management at the University of Alabama.
  - Tariq Hargrave plans to study business at Old Dominion University.
  - Tanijaa Murray plans to study government and international politics, possibly at George Mason University.
  - Mondell Prorise plans to study business administration at Virginia Commonwealth University.
- After teachers trained with CodeVA, Walnut Hill Elementary started a Coding Club for students.
- The district organized its first Memorial Day event and planned to make it an annual occurrence.
- The district's first Watch D.O.G.S. (Dads of Great Students) volunteer group started at J.E.B. Stuart Elementary.



# Instructional Leadership

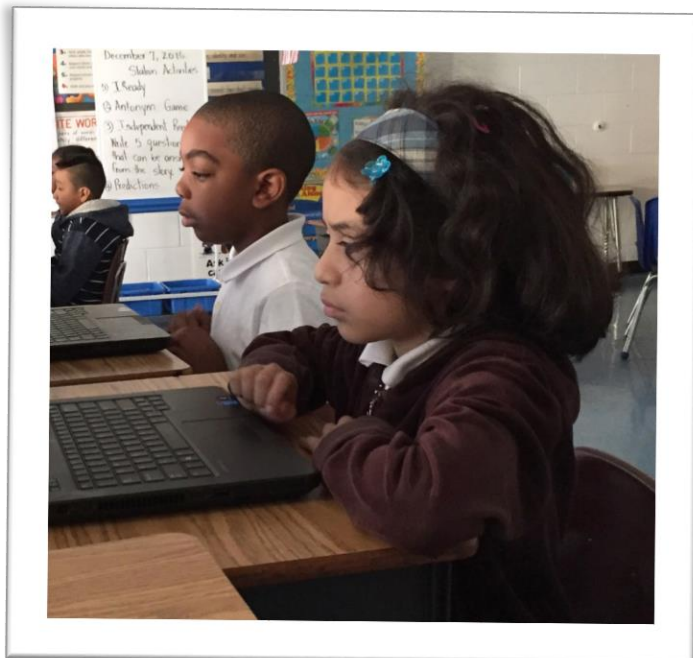
- Worked closely with state leaders, including the governor, secretary of education and legislators and Virginia Department of Education, to seek support and blaze innovative paths for the school system
- Sought and received \$2 million Windows to the World grant for Vernon Johns Middle to transform instruction using student Chromebooks, teacher laptops, Discovery Tech books, Hapara and the Summit Learning Model
- Published superintendent's transition plan during the summer of 2016
- Promoted "I Believe" as theme for Petersburg schools via stickers, hashtag, video messages, lapel pins, etc. that used the gradual release of responsibility: "I Do, We Do, You Do"; coached, modeled and trained classroom teachers, instructional specialists and reading specialists throughout the division on how to implement the components of the Balanced Literacy Model
- Created a Reading and Math Plan of Progress to offer intervention for students who are below in reading and math
- Coached, modeled and trained all administrators and teachers on the state's corrective requirements of lesson plan objective writing
- Collected and reviewed lesson plans for all schools and gave feedback to leaders and teachers about the accuracy of lesson plans and the requirements of behavior, condition and criteria
- Participated in side-by-side coaching model for principals of lesson plan design, lesson alignment to standards and using VDOE resources, Interactive Achievement and Chesterfield's CNET resources to align instruction



# Instructional Leadership

## Instructional Leadership

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- Published superintendent's transition plan during the summer of 2016
- Promoted "I Believe" as theme for Petersburg schools via stickers, hashtag, video messages, lapel pins, etc.
- Presented regular sights-and-scenes presentations during School Board meetings to show good news within Petersburg schools
- Prepared monthly division analysis of teacher data as related to effectiveness of lesson planning
- Developed school improvement plans collaboratively with administrators and department chairs
- Prepared monthly division analysis and review of administrators' teacher observations
- Implemented Google Suite (Google Drive, Docs and Forms) districtwide and provided ongoing professional development for teachers, staff, school level leaders and administrators
- Developed a Balanced Literacy Instructional Model for K-12
- Created a Literacy Coaching Model that used the gradual release of responsibility: "I Do, We Do, You Do"; coached, modeled and trained classroom teachers, instructional specialists and reading specialists throughout the division on how to implement the components of the Balanced Literacy Model





# Instructional Leadership


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- Participated in side-by-side coaching model for principals of lesson plan design, lesson alignment to standards and using VDOE resources, Interactive Achievement and Chesterfield's CNET resources to align instruction
- Participated in and led administrative instructional walks in English using the Balanced Literacy Model and in math using the Balanced Math Framework as well as science and social studies
- Worked with Virtual Virginia to bring virtual Spanish classes to Peabody Middle and Petersburg High students
- Trained secondary principals, assistant principals and department chairs on Literacy Circles — Balanced Literacy Component

- Trained reading specialists, instructional specialists and secondary grade level chairs on the essential components of the Balanced Literacy Instructional Model
- Organized PALS webinar for first-grade teachers at J.E.B. Stuart and Robert E. Lee elementaries
- Participated in meetings to establish the vision and expectations for work of the new LTP team from Pearsons for Peabody Middle
- Participated in division review of schools' mid-year updates to school improvement plans; provided commendations and recommendations based on progress shared and evidence of the progress shared
- Developed and implemented a technology instructional coaching model to increase rigor and relevance for technology integration
- Modeled effective technology practices for classroom teachers
- Participated districtwide in Hour of Code to engage students in coding activities during National Computer Science Week
- Partnered with CodeVA to train 30 teachers on integrating coding into the classroom curriculum at the elementary level
- Participated in regional professional development trainings to keep abreast of instructional practices to include open education resources, Kagan strategies, emerging technologies and innovative practices in technology
- Conducted regular technology-integration walkthroughs and quick checks
- Reviewed and evaluated learning management systems to support upcoming Chromebook initiative
- Participated as a district in regional kindergarten registration day on April 20 and expanded hours during which schools were open for registration to provide for the first time evening hours until 6 p.m.

# Instructional Leadership

- Developed kindergarten readiness packet, screening documents and placement cards for incoming kindergarten students
  - Connected with doctoral students at Virginia Commonwealth University who will work collaboratively on two research projects for Petersburg City Public Schools in the 2017-18 school year: recruitment/retention and communicating change/improving employee morale
  - Provided training for Axiom tutors in guided reading and selecting resources for lesson plans, then reviewed lesson plans for Axiom tutors at Peabody Middle
  - Hosted monthly instructional walks at Robert E. Lee Elementary, J.E.B. Stuart Elementary and Peabody Middle
  - Shared tips and strategies for the iReady online reading program and how to better utilize the data (i.e. accessing reports, student rewards and instructional usage)
  - Developed Five-Step Balanced Math Framework Model and delivered and modeled professional development to introduce the model to principals, math specialists, assistant principals and all teachers at elementary, middle and high schools
  - Delivered and modeled professional development on math spiral review to principals, math specialists, assistant principals and all teachers at elementary, middle and high schools
  - Delivered and modeled professional development of number talks to principals, math specialists, assistant principals and all teachers at elementary, middle and high schools
  - Completed monthly math walks for Robert E. Lee Elementary, J.E.B. Stuart Elementary, Peabody Middle and Petersburg High
  - Presented review of VDOE Elementary Resources, 2016 Math SOL Curriculum Framework to all elementary schools
- 
- Delivered and modeled professional development for conceptual understanding/concrete, pictorial, abstract of Balanced Math Framework to principals, math specialists, assistant principals and all teachers at elementary, middle and high schools
  - Created instructional look-fors for each component of the Balanced Math Framework Model
  - Created summer math calendars for grades K-5
  - Worked with principals to develop processes and communication mechanism to monitor budgets, resources needed and professional development opportunities
  - Worked collaboratively with schools and central office staff to ensure alignment with grant requirements
  - Collaborated with community partners and staff to develop a comprehensive summer school program for students that provides a morning of academics and an afternoon of enrichment for grades K-8 and that provides academics for grades 9-12
  - Developed an instructional leadership model incorporating data analysis, collaborative planning, lesson planning, the development of formative assessment and reflective practice to use mock SOL test results to prepare students for the SOL assessments

# Instructional Leadership

- Developed and presented overview of lesson planning processes to principals
- Developed and coordinated the administration of 54 benchmark assessments, coordinated the administration of 37 mock SOL assessments and coordinated the selection and administration of five local alternative assessments
- Planned and conducted 10 workshops/training sessions for administrators, school testing coordinators on critical topics related to assessment to include testing procedures, test security, test session management
- Provided schools with student detail by question reports for the benchmark assessments identifying the areas of strengths and weakness
- Monitored the online administration of 1,063 fall SOL assessments and worked with school test coordinators to administer 5,452 spring 2017 non-writing SOL assessments
- Ensured 100 percent compliance with initial evaluation for indicator 11 (children with parental consent to evaluate for special education; eligibility to be determined within 65 business days)
- Ensured 100 percent compliance with reevaluations
- Resolved all issues identified in the Corrective Action Plan for special education IEP compliance
- Transitioned five students from private day schools back to Petersburg City Public Schools
- Completed cumulative records audit for all 10th-through 12th-grade special education students
- Completed special education policy and procedures manual
- Ensured Petersburg City Public Schools was not identified as over-representing students with disabilities, by subgroups
- Streamlined registration services for English learners to ensure they are identified and begin receiving services immediately



- Hired first division-wide Spanish interpreter, so the district can communicate with parents in a language they understand
- Hired two additional teachers to serve English learners based on academic needs
- Grouped English learners to maximize language instruction service times and instruction planning time
- Acquired technology equipment to ensure that English learners may access online curriculum materials, interventions and other online resources





# School Climate

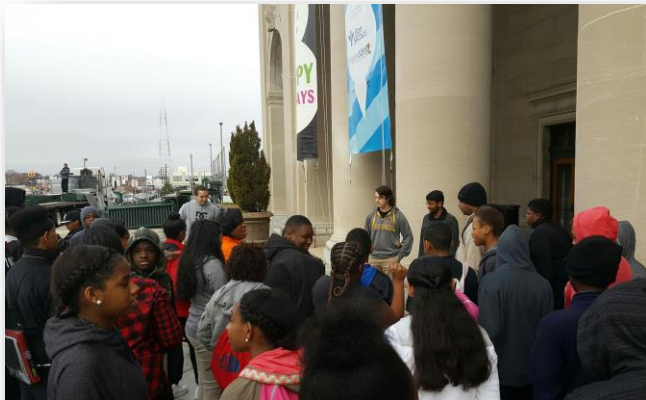
## School Climate

- Held opening convocation in August 2016 to start school year with positive energy
- Established Superintendent's Employee Advisory Council to provide employees with a direct line of communication to school system leaders; the council met three times this school year and, additionally, was asked to attend the State of the Schools
- Developed Peabody Middle's after-school detention plan for minor student violations and trained teachers on staff and student expectations
- Improved volunteer process and recruitment by revising policy and creating new form; the new process eliminates the need for volunteers to undergo a criminal background check; volunteers must scan their IDs through visitor management system
- Began the district's first Watch D.O.G.S. (Dads of Great Students) volunteer group at J.E.B. Stuart Elementary
- Established Parent Advisory Councils in each Title I school to provide a forum for parents to share ideas, identify challenges, develop solutions in partnership with school staff
- Established a district Parent Advisory Council to identify challenges and develop possible solutions for families from a macro-perspective
- Created Parent Resource Centers in each Title I school
- Revitalized the PTSA at Peabody Middle to actively engage parents in the school's continued transformation
- Participated in school improvement monthly meetings to support student academic progress
- Participated in administrative meetings at Petersburg High to receive instructional updates
- Created, implemented and analyzed a school climate survey for each school, met with building leaders to discuss the results and develop action steps
- Announced plans to begin teacher recognition and classified employee recognition programs in 2017-18
- Developed and implemented a survey regarding the comfort level and understanding of Google tools
- Produced Balanced Literacy signs for literacy stations for elementary classrooms
- Shared recommendations for bulletin boards related to the Accelerated Reader Program
- Attended Peabody Middle lunch sessions and provided a list of possible improvements as related to duty and safety to the interim principals
- Met regularly with the Title I staff, school administrators and the principal partners to establish clear processes to identify resources needed to support teachers in order to ensure student success
- Organized ECMC College Night at Petersburg High in the fall; the high school organized a second one in the spring
- Held second annual Big Feet Meet in conjunction with Special Olympics



# School Climate

- Used Blackboard Connect notification system to send messages and information to parents and employees; began the process of fully using this system by moving away from only sending phone calls to include the use of email and texts to cellphones
- Replaced boiler at A.P. Hill Elementary, which had been in service since the school was built in 1966
- Replaced boiler at J.E.B. Stuart Elementary, which had been in service since 1965
- Replaced chairlift at A.P. Hill Elementary, which had been in service for 22 years
- Replaced vertical platform lift at Walnut Hill Elementary, which had been in service for 22 years
- Replaced roofs on J.E.B. Stuart Elementary and Vernon Johns Middle



# Human Resources Management

## Human Resources Management

- Developed processes and procedures for the development and review of job descriptions for all division positions
- Developed professional development processes and procedures to facilitate the development of a data-driven professional development plan
- Updated and improved materials used for human resources recruitment: I Believe video, handout for career fairs, article and ads for several career fairs, banner on parked buses to find drivers
- Recruited and hired throughout the 2016-17 school year by attending multiple job fairs; fall recruitment included Richmond Times-Dispatch Career Fair (July 2016), Petersburg City Job Fair (August 2016), Virginia State University Career Fair (September 2016), Norfolk State University Fall Job Fair (September 2016), VDOE Engineering and Technology Job Fair (November 2016),



- Virginia Association of School Personnel Administrators Fall Job Fair (November 2016) and VEC/American Legion of Petersburg/Colonial Heights/Hopewell Job Fair (November 2016); spring recruitment included University of Virginia (February 2017), VDOE Minority Education Recruitment (February 2017), Longwood University (March 2017), Radford University (March 2017), Hampton University (March 2017), Virginia State University (March 2017), College of William and Mary (March 2017), Pittsburgh Education Recruiting Consortium Career Fair (March 2017), Virginia Association of School Personnel Administrators Job Fair (April 2017), Longwood University Speech Pathologists Job Fair (May 2017), Fort Lee Company Connect/Federal and State Career Opportunities Job Fair (May 2017) and Old Dominion University Career Switcher (July 2017); job fair count for 2016-17 was 50 candidates in the fall and more than 1,000 candidates in the spring
- Received strong support from Virginia Gov. Terry McAuliffe allowing Petersburg to hire retired educators willing to return to the classroom with no loss of their retirement benefits; held meetings and sought retirees to hire
- Communicated with employees about changes in Peabody Middle and A.P. Hill Elementary contracts tied to the return to traditional school year calendar
- Assigned each new teacher an experienced teacher as a mentor and held monthly mentor/mentee professional development and social gatherings
- Filled all security staff positions
- Positioned food service managers for optimum productivity
- Provided or re-issued district IDs for all employees
- Recruited, interviewed and hired candidates for division and school positions
- Developed a professional growth plan for staff members in need of additional support



# Human Resources Management



- Participated in meetings to maximize the use of tutors for English, math, science and social studies to include tracking of weekly tutor time sheets/student attendance logs
- Identified measureable goals and structures for accountability to measure success of all state and federal program team members
- Provided training on first aid, CPR, epipens and AEDs for staff members; additionally, bus monitors servicing Sarah Dooley Center for Autism received autism awareness training
- Prepared and trained staff on budget requirements and processes for monitoring grant spending
- Identified staff to provide project management skills
- Trained all school office personnel on the Raptor system
- Supported school bus mechanics as they achieved certification in Chrysler Fuel System Trouble Shooting and Thomas Built Wheel Chair Lift
- Responded to interlock braking situation identified by Virginia Department of Education and planned for all buses to be retrofitted before the start of the 2017-18 school year
- Implemented a written notice to all school bus drivers regarding right turns on red and red-light violations
- Collaborated with Petersburg Department of Health to develop professional development plan for ServSafe certifications

- Offered paraprofessional training and assessment via numerous meetings in an effort to get all paraprofessionals rated highly qualified
- Met with Title I paraprofessionals and their principals, individually, regarding those positions not in the 2017-18 budget
- Met with Title I resource teachers/specialists and their principals, individually, regarding requirement to reapply and interview for 2017-18 positions if they plan to stay in Petersburg City Public Schools
- Updated exit interview for resigning/retiring employees using a model provided by the Virginia Department of Education
- Collected observations, mid-year evaluations, summative evaluations and professional improvement plans for employees for confidential folders
- Continued to cross-train maintenance staff members
- Negotiated to get 18 summer youth employees to work with the maintenance and custodial personnel this summer
- Completed a reduction in force of employees from Vernon Johns Middle School and Blandford Academy



# Organizational Management

## Organizational Management

- Worked throughout the year to create five-year strategic plan: Innovate 2022; worked cooperatively with educational leaders, teachers, community members, experts and others to make the strategic plan strong and community-centered; a \$186,000 grant from the Cameron Foundation enabled the school system to work with Education First consultants on development of Innovate 2022
- Established a new mission for Petersburg City Public Schools as part of the Innovate 2022 strategic plan: Petersburg City Public Schools will develop 21st-century citizens able to effectively collaborate, communicate and innovate.
- Managed successfully a \$3.4 million budget reduction from the city in the fall of 2016 and stayed in close communication with city administrators when additional budget problems were identified within city's budget in the spring of 2017
- Developed and received School Board approval of the FY 2018 budget, which includes a 2 percent raise for employees even though revenues are flat
- Developed and received board approval of the district's first five-year budget projection
- Developed and received approval of the FY2018-22 Capital Improvement Program
- Met weekly with cabinet to share information, answer questions, solve problems and plan next steps
- Managed cash flow to bring Anthem, VRS and other payables current
- Published first comprehensive budget book in years for the 2016-17 budget and created improved comprehensive budget book for 2017-18 budget
- Created structure to ensure division compliance with the Corrective Action Plan and Memorandum of Understanding
- Supported VDOE asset mapping at Peabody Middle and Robert E. Lee Elementary
- Developed a structure to manage the requirements of the Standards of Quality
- Ensured the ongoing review, development and revision of School Board policies
- Created a user-friendly process to ensure that staff and members of the community are able to review policy updates on a regular basis
- Created cross-functional teams to address a variety of division issues
- Resolved seat-time problems within 2016-17 school calendar by working with instructional leaders, community members and representatives from all schools
- Created comprehensive 2017-18 school calendar by working with community representatives and employees
- Made sure that schools followed the practice of keeping doors locked, buzzing in visitors and scanning visitor IDs into Raptor visitor management system
- Revised organizational chart to more strategically use positions and salary dollars in the next school year
- Collaborated with the Petersburg Public Library to create 2017 summer reading and math program; secured more than 15,000 books; and sent every student home for the summer with books to read and math to practice
- Collaborated with Petersburg Public Library to host the district's annual spelling bee
- Updated district's plan to deal with bad weather or other emergency closings; communicated plan to employees and families; created and distributed to employees wallet-size cards with emergency closing procedures
- Successfully monitored school security cameras after work hours via the mobile applications, resulting in the capture and conviction of intruders

# Organizational Management



- Worked with the Title I team, building principals and principal partners to identify resources needed to enhance teacher resource rooms and classroom libraries
- Developed systems to ensure fiscal responsibility, resource allocation and a refined requisition process
- Facilitated the Graduation Corrective Action plan, reinforcing Virginia education rules, Standards of Learning requirements and diploma options/requirements during Graduation Completion Index and administrative meetings at Petersburg High
- Led collaborative process of developing the master schedule through a series of meetings with Sharon Pope, director of middle schools in Chesterfield County
- Led the revision of the 2017-18 Petersburg High bell schedule with principal to accommodate 100-minute classes and minimize the number of classes hosted on a 4x4 schedule
- Leased space in the Pittman Building to the dance program at Appomattox Regional Governor's School, which plans to create dance studios
- Coordinated Stop, Drop and Purge at the School Administrative Offices in October to dispose of outdated papers, materials and equipment
- Completed district technology plan
- Upgraded secondary site servers to Windows 2012 servers
- Implemented System Center Configuration Manager for management ease of Microsoft updates, automated application installs and single client restore across the district
- Ordered Hapara for Petersburg High school students
- Implemented and SSL certificates for HVAC mobile apps
- Migrated hosted solution for Finance and Human Resources (Keystone)
- Updated all school computer labs with new computers



# Organizational Management

- Increased internet line from 300 MB to 500 MB
- Implement new web filter (iBoss)
- Planned to implement in July 2017 TripDirect routing web application for school transportation
- Worked to implement a single-sign on (Rapid Identity) solution for all users in July
- Worked toward implementation of an improved wireless and network monitoring system
- Provided continuous network and desktop maintenance support for all sites
- Placed into service six 77-passenger school buses, which allowed the transportation office to lengthen some routes and pick up more students without creating additional bus routes
- Widened the field of suppliers willing to bid on diesel fuel, which over the past several years has allowed transportation to purchase diesel fuel at the best possible price
- Drove students on more than 250 field trips on school buses
- Collaborated with the VDOE to participate in a food services review that resulted in the development of a corrective action plan that was subsequently approved
- Added new serving lines and points of sales at Peabody Middle and Blandford Academy Alternative Program
- Ensure checks and balance for federal reimbursements for student meals
- Conducted unannounced inspections of the school cafeterias
- Expanded the Breakfast in the Classroom initiative as a grab-and-go pilot at four schools, allowing students to pick up breakfast immediately upon arriving at school
- Received approval to continue the Community Eligibility Provision of the Healthy, Hunger-Free Kids Act, which means that every student will continue to be offered free breakfast and lunch on school days
- Participated in a federal program that provides samples of fresh fruits and vegetables throughout the school year to prekindergarten and elementary students, allowing them to sample nutritious foods they might not otherwise encounter, such as kiwi fruit, fresh pineapple and spinach
- Provided free breakfasts and lunches during the summer of 2016 at summer school locations and at sites of Petersburg community partners; more than 44,000 meals were served at 18 sites; outreach is expanding for the summer of 2017 so that a higher percentage of Petersburg children can take advantage of free breakfasts and lunches
- Switched to Background Investigation Bureau to have quicker background information on candidates
- Sent declarations of intent to all employees in January, then compiled list of resignations, retirements and transfer requests to send to principals and leadership team; asked principals to set up interviews for transfer individuals and to secure resignations/retirements for applicable individuals
- Completed Round 1 and Round 2 data collections for SB364 Local Choice Affiliates
- Completed Affordable Care Act reporting for 2016
- Ensured that all support staff are now notary publics
- Sent letters to employees who received a bonus for the 2016-17 school year
- Met all Family and Medical Leave Act standards based on staff participation and communication
- Met verification of employment standards for current and prior employees

# Organizational Management

- Created standard letters for benefit information receipt acknowledgement, benefit checklist, acknowledgement receipt for miscellaneous items, FMLA approval/denial, acceptance/rejection of offers letter, resignation letter form and retirement letter form
- Presented information to principals about teacher and support employee evaluation
- Posted online fillable evaluation manual and documents for principals and assistant principals to use for teacher and support staff evaluation
- Created Human Resources brochure to share with assistant principals regarding who handles specific areas of Human Resources
- Complied with the guidelines/timelines of these grant awards Mentor Teacher Grant, Middle School Teacher Corps Grant and National Board Certified Teacher Grant
- Handled discrimination (EEOC) complaints, grievances, non-renewals and terminations with the assistance of Michael Packer and Reed Smith attorneys
- Held substitute teacher orientations monthly
- Assisted schools with the transition from Subfinder to AESOP for substitute availability and use
- Created a KeyNet manual for users at the School Board Office
- Ensured that all employees who plan to return for 2017-18 have applied and sent their information to VDOE Licensure and are awaiting licensure before June 30



## Community Relations

- Continued work with City and Schools Partnership, which is a collaboration among the United Way of Greater Richmond and Petersburg, departments of state and local government, nonprofit organizations and Petersburg City Public Schools that began in 2015 under the leadership of Daniela Lewy, executive director of the Virginia Governor's Children's Cabinet, to focus on academics, attendance and hunger
- Established family engagement team with representatives at each Title I school to reach out to parents and guardians so they can better support children academically; family engagement team reached almost 4,000 parents via about 90 events
- Communicated once each week via digital newsletter to school leaders, including principals and assistant principals; the digital newsletters included news, announcements, opportunities and plans
- Communicated also to all school system employees via digital newsletter; at first this was a monthly update but it became a weekly update for all employees in mid-March
- Strengthened ties with community partners, including Virginia State University, Fort Lee, Richard Bland College of William and Mary, John Tyler Community College, Chamber of Commerce and many others
- Held a back-to-school community meeting in September 2016 to solicit input on the division's Corrective Action Plan, provide information about superintendent's plan and improve community engagement
- Held State of the Schools event in May 2017 to unveil new strategic plan, celebrate student progress and kick off new community engagement framework
- Worked with Peabody National Alumni Association during all phases of move to Vernon Johns; agreed to keep Peabody building available through 2017-18 school year so that alumni and other groups can envision future for historic building





# Community Relations



- Re-activated district's social media feeds, posted regularly on Facebook and Twitter and worked to increase online reach for Petersburg City Public Schools
- Responded quickly and transparently to questions and concerns from parents, staff members, community members and media; this included answering multiple Freedom of Information Act requests

- Photographed activities and events throughout the school year, created photo library, made best photos from throughout the year available via Google drive to district leaders and others, used photos of Petersburg students in district publications
- Began to videotape events to better tell the story of Petersburg schools
- Worked with city departments and the community on activities such as the holiday parade, Black History Month Festival, homecoming parade and Parks and Recreation activities
- Updated media contact list and regularly communicated with local media representatives to share information, images and good news about Petersburg City Public Schools
- Invited community members to participate in Superintendent's Budget Advisory Committee at the beginning of the budget planning process
- Coordinated Read Across America events at elementary schools and Westview Early Childhood Education Center on March 2 that included guest readers from School Board, community, colleges and Fort Lee
- Brought forward a variety of people and successes to the School Board to be recognized during meetings and returned to the practice of having students and other groups lead the Pledge of Allegiance during School Board meetings
- Impaneled Superintendent's Student Leadership Council at Petersburg High, which met monthly
- Spoke during multiple community meetings and church gatherings throughout the year to build relationships within Petersburg
- Sought vendor via RFP for comprehensive digital communication platform (website, subsites, notification system and app); reviewed bids; selected vendor; signed contract; and planned to implement elements of the communication platform from summer through fall 2017

# Community Relations

- Implemented a user-friendly method, developed by the Virginia Department of Health, to help families find free meal sites during the summer using their cellphones and texting FOOD to 877-877
- Created welcome banners and posted them in all schools so that schools used as polling places on Election Day 2016 were clearly welcoming community members; the banners remain in place to continue welcoming people to schools
- Celebrated Frank Mason's basketball achievements via online video and a weekend celebration that included retiring his #15 jersey
- Organized the district's first-ever Memorial Day program
- Collaborated with the Petersburg YMCA to offer Family Zumba Night and a Summer Bash
- Created an adult education program for families of Petersburg students in collaboration with the Southside Programs for Adult Continuing Education and Communities in Schools
- Accepted donations of school supplies, books, school uniforms and coats from multiple community partners
- Partnered with various family support organizations to provide presentations during monthly lunch-and-learn sessions for students and families at several schools
- Participated with the Community Action Network
- Developed and facilitated Title I awareness presentations to the parents of each Title I school
- Revised the Title I awareness handbook for 2017-18 in English and Spanish
- Created a database of community contacts, volunteer organizations and supportive businesses
- Created a Facebook page for family engagement office in an effort to raise public awareness of the initiative
- Partnered with the Petersburg Cavaliers basketball team to provide opportunities for families to attend basketball games
- Collaborated with the Virginia Cooperative Extension to provide parent workshops on nutrition and wellness
- Coordinated the development of an ongoing partnership between Virginia Commonwealth Bank and a school that resulted in several donations and visits to the school
- Worked with the Fort Lee Credit Union to provide workshops to parents on budgeting and fiscal responsibility
- Solicited donations from numerous businesses for school and district events
- Hosted superintendent's holiday open house for employees and community partners
- Secured and implemented Language Line Solutions to provide interpreting and translating services to speakers of low-incidence language speaking families
- Provided legal assistance and document preparation support for families in need
- Implemented Parents as Educational Partners curriculum to teach parents who do not speak English as their first language how to navigate the school system, the community and learn about available resources
- Opened two welcome centers for English learners to ensure students and their families are assessed, identified and registered immediately; these centers also serve as a common location for parents to access resources in a language they understand
- Hosted Blandford Academy Alternative Program's first International Marketplace
- Held a spaghetti dinner meet and greet at Blandford Academy Alternative Program to jumpstart the second semester
- Submitted three entries to U.S. Rep. McEachin's Congressional Art Competition

# Community Relations

- Accepted and celebrated the donation of two Little Free Libraries from Second Baptist Church; installed them at Walnut Hill Elementary and Westview Early Childhood Education Center; communicated with community about how to use libraries and how to donate books to them
- Held two lunch-and-learn sessions for central office staff members
- Added three businesses to the 2017 Business Honor Roll of the Virginia School Boards Association: Dominion Virginia Power, Rolls-Royce Crosspointe and the City and Schools Partnership; included CodeVA partnership in VSBA Showcases for Success; submitted work of Food Services Department for VSBA Food for Thought award
- Re-created high-resolution versions of school system logo because the only version that was available from anyone in the school system was a low-resolution, distorted version
- Supported the James House by participating in Walk A Mile In Her Shoes and in Denim Day
- Held annual retiree banquet
- Facilitated the rental use of district buildings and grounds
- Worked with Appomattox Regional Governor's School on the dance studio renovation
- Collaborated with the city of Petersburg for grass maintenance at school facilities
- Collaborated with the Sheriff's Department to provide tents and personnel for various activities and maintenance projects
- Collaborated with the Police Department to provide additional security as deemed necessary





# Professionalism

## Professionalism

- Provided opportunities throughout the year for staff members to keep School Board informed about district status, initiatives and programs through presentations during board meetings; topics included financial updates, teacher and staff recruitment, accreditation, strategic plan progress, summer learning plans, career pathways, family engagement, special education, Hour of Code, school improvement planning, gifted education, grant funds and English learners.
- Took a division-level approach to professional development in the area of lesson planning and building teacher skills. Each component was delivered to principals at monthly meetings. Principals solidified their knowledge base, then delivered the same professional development to their staff the next week.
- Organized high-quality professional development workshops during teacher workweek in August 2016
- Offered several Kagan training opportunities for teachers to learn about active engagement in the classroom; plans are in place to fully implement Kagan strategies in 2017-18 school year
- Thanked teachers and all school-based employees for their work and dedication by providing boxed lunches that included thank you notes during Teacher Appreciation Week
- Worked with Patty Pitts, VDOE assistant superintendent for licensure, throughout the year on moving substitute teachers to provisional licensure to comply with the Code of Virginia
- Attended multiple professional meetings and trainings; staff members attended Performance-Based Assessment Workshop, 21st CCLC Coordinators Academy, VDOE Coordinators' Academy, Virginia Association of Federal Education Program Administrators Conference, Parents as Educational Partners, Scholastic Comprehensive Literacy Summit, VDOE Principal Coach/Principal Partner Workshop and VDOE Social Studies Curriculum Crosswalks Update

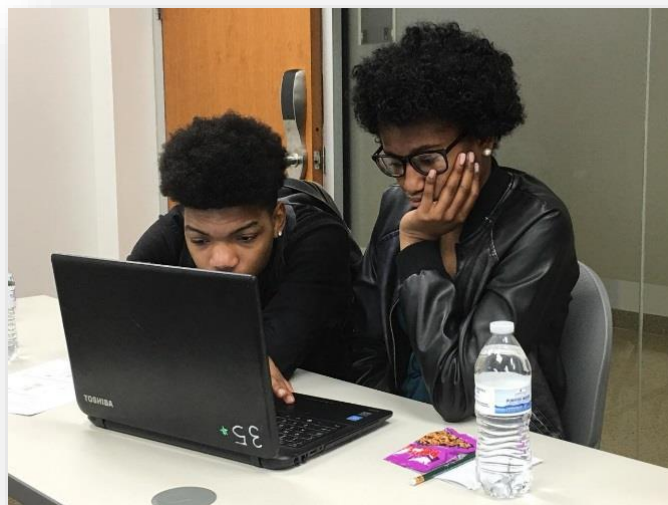
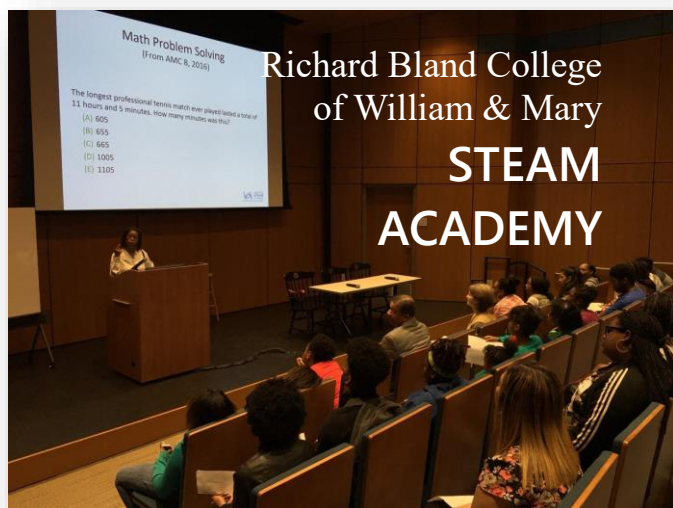
Training, Keystone training, Google Docs training, VDOE test administration meetings and webinars, National Family Engagement Summit, Adverse Childhood Experiences and Trauma-Informed Care, Parent Camp VA, community wellness, National Association of Federal Education Program Administrators conference, VDOE workshops on school improvement plans, VDOE principal leadership development program sessions, VDOE technical assistance workshop for priority schools; additionally, the transportation dispatcher is slated to begin VDOE director/supervisor training



- Supported principals in the process of goal setting
- Hosted planning meetings for Peabody Middle and Petersburg High social studies teachers to attend a professional development seminar given by the John Marshall Foundation
- Attended OSI Technical Assistance Group 5 meetings of schools with accreditation issues
- Led VDOE Math Resource PD/New Standards Crosswalk to elementary, middle and high school teachers/administrators
- Attended/facilitated review of Chesterfield CNET Resources
- Attended K-12 Math Standards of Learning Institute and will facilitate August 2017 math teacher in-service
- Attended review of Discovery Education and Apex Learning digital resources
- Secured the purchase of Discovery Techbooks and streaming for the upcoming school year

# Student Academic Success

## Student Academic Progress



- Celebrated the fact that five schools are accredited for the 2016-17 school year: A.P. Hill Elementary and Walnut Hill Elementary are fully accredited. Petersburg High is classified as partially accredited: improving school-pass rate for the second year in a row. Robert E. Lee Elementary and J.E.B. Stuart Elementary are classified as partially accredited: reconstituted school.
- Enabled middle school to move from Peabody to Vernon Johns building at the beginning of 2017-18 school year by resolving QZAB bond situation; worked to prepare Vernon Johns building and technology to provide outstanding experience and opportunities to incoming student
- Met with principals in one-on-one meetings to discuss data per teacher and per school
- Brought in MEGA Mentors to create framework within which community groups that are rallying to support the city's schools can work as mentors and in other capacities to effectively and efficiently to improve student achievement
- Supported significantly the Beyond ACEs (Adverse Childhood Experiences): Building Community Resilience Summit in June; accompanied renowned writer and keynote speaker Jonathan Kozol during visits to Robert E. Lee Elementary and Peabody Middle
- Used principal partners to coach teachers and leaders to enhance student achievement
- Added CodeRVA as a third regional high school opportunity for Petersburg students in addition to Appomattox Regional Governor's Schools and Maggie L. Walker Governor's School
- Partnered with Junior Achievement to improve financial literacy instruction in Petersburg schools starting with the 2017-18 school year
- Supported field trip to global competition in Knoxville for Destination Imagination team, the district's most successful Destination Imagination team so far
- Encouraged schools to provide evening hours for parent-teacher conferences to enable more parents to participate
- Continued connection with Project Plant It environmental education program for all third-graders

# Student Academic Success

- Asked fifth-, sixth- and seventh-graders (the first students who will attend middle school at Vernon Johns) what mascot the new school should have; they selected Wildcats
- Moved high school graduation ceremony to Virginia State University's Multipurpose Center instead of high school football field
- Drafted Petersburg's division Smart Goals for teachers; held administrative and teacher discussions/review/revision meetings
- Enabled visiting artists and educators to work with students at Westview Early Childhood Education Center (Wolf Trap Institute for Early Learning Through the Arts), Peabody Middle (dancer) and Petersburg High (visual artist)
- Created an attendance manual in May 2017 that should help staff members work more effectively and consistently to improve student attendance
- Facilitated career planning meetings for middle school with high school admin/counselor participation for development of students' academic and career plan of study
- Attended discussions with James Madison University officials to support field trips for middle and high school students to increase college and career exposure and awareness
- Attended meetings with representatives from Richard Bland College of William and Mary to discuss Peabody students' participation in field trip and summer participation in Virginia STEAM Academy opportunities
- Prepared and printed spring remediation/SOL calendars for teachers and parents at Peabody and Petersburg High
- Collaborated with Beverly Britt of the Virginia Department of Education and Petersburg High school counselors to validate accuracy of senior data to support on-time graduation
- Developed schedules and organization of classes for 2017-18 for English learners





# Student Academic Success

- Secured PALS tutors and funding for early literacy
- Partnered with Richard Bland College of William and Mary on Saturday STEAM Academy for students
- Secured ARDT tutors to coach students toward algebra readiness
- Attended monthly school improvement meetings to discuss student data and allocation of resources
- Implemented and analyzed quarterly benchmark data to make instructional decisions based on the data
- Analyzed PALS data to guide intervention and tutoring
- Analyzed SOL testing data to develop individualized expedited retake and remediation plans
- Provided language instruction support in the content classroom to 205 English learners
- Met with 95 percent of English learners at Petersburg High to ensure students are informed of their course of study plan
- Successfully completed nine Virginia Grade Level Alternative (VGLA) Assessments for English learners at A.P. Hill Elementary, J.E.B. Stuart Elementary and Robert E. Lee Elementary
- Registered more than 30 new English learners this year
- Added additional wireless access points to the east and west wing at Petersburg High
- Implemented Windows 10/Office 2016 laptops for John Tyler Community College courses held at Petersburg High
- Ordered Chromebooks, storage carts, Hapara and weVideo for all fifth-grade students
- Worked on implementing Discovery Education for teachers and students
- Worked with Special Education Department and Transportation Department to provide transportation to students who have school assignments outside Petersburg city limits



## PETERSBURG CITY PUBLIC SCHOOLS

*Leadership, Learning, Longevity*



### OUR MISSION

*"Petersburg City Public Schools will develop 21<sup>st</sup>-century citizens able to effectively collaborate, communicate and innovate."*

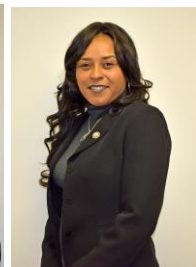
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